

## Screen Shots – PSO Survey

# Essentials for Participating in the PSO Survey





#### (10-02-01-000) Tucson Unified District

POST SCHOOL OUTCOMES SURVEY

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Documents

PSO Webinar Trainings

PSO List of PEAs required to participate in PSO Survey Summer 2014

Arizona One Page PSO Summary valid through September 30, 2014

Arizona's PSO Survey Protocol

Arizona's PSO Glossary of Terms

Contacting Hard to Find Youth- NPSO Tips

Everyone Counts, Everyone In One Page Summary

Flyer announcing the PSO Survey

PSO Sample Contact Form - Directions

Sample Letter announcing the PSO

Sample customizable flyer, letter and forms

#### Please select the following web links for more information:

ADE/ESS Post School Outcomes Survey Page

National Post-School Outcomes Center (for general PSO Survey requirement information)

#### Requirements



You must have Adobe Acrobat Reader in order to view and print reports. If you do not have Adobe Acrobat Reader, click here to downing some installation received and print reports.

#### **Contact Information**

For questions related to PSO Survey participation or data entry, please contact Lorrie Sheehy via e-mail at <a href="mailto:PSOInbox@azed.gov">PSOInbox@azed.gov</a> or by phone at (520) 628-6351

PSO home page: helpful resources

| ESS | PSO website | PSO Inbox

For questions or help



### Select "Data Entry"

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Post School Outcomes Survey

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**Documents**PSO Webinar Trainings

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ADE | ESS | PSO website | PSO Inbox



Data Entry

Logout

STUDENT LIST

( 10-02-01-000 ) Tucson Unified District

Select "2013" as Exit Year

Exit Year: 2013 •

Back   Export to CSV						Exit reur.
PEA	N/A Students	Eligible Students	Completed PSO Survey	Surveys Not Collected	Surveys Not Completed	Participation Rate
Tucson Unified District (10-02-01-000	) 0	50	0	0	50	0.0

School	N/A Students	Eligible Students	Completed PSO Surveys	Surveys Not Collected	Surveys Not Completed	Participation Rate
Direct Link I (10-02-01-122)	0	50	0	0	50	0.0

Direct Link T (10-02-01-122)

Direct Link I (	irect Link I (10-02-01-122)  Back to Top							
SAIS ID	Name	DOB	Completed by	PSO Survey Required?	PSO Survey Status			
<u>565855</u>	Bear, Paddington	08/21/96	(Not Set)	Yes	Student details data downloaded			
<u>565854</u>	Bear, Ted	08/14/98	(Not Set)	Yes	Student details data downloaded			
<u>565844</u>	Beauty, Sleeping	03/25/98	(Not Set)	Yes	Student details data downloaded			
<u>565828</u>	Bird, Big	04/23/98	(Not Set)	Yes	Student details data downloaded			
<u>565857</u>	Bird, Big	10/01/96	(Not Set)	Yes	Student details data downloaded			
<u>565812</u>	Bunny, Easter	10/14/94	(Not Set)	Yes	Student details data downloaded			
<u>565813</u>	Clause, Santa	09/20/93	(Not Set)	Yes	Student details data downloaded			
<u>565820</u>	Cottontail, Peter	06/10/93	(Not Set)	Yes	Student details data downloaded			
<u>565822</u>	Cricket, Jimmy	01/30/96	(Not Set)	Yes	Student details data downloaded			
<u>565833</u>	Duck, Daisy	08/13/95	(Not Set)	Yes	Student details data downloaded			
<u>565832</u>	Duck, Donald	08/05/96	(Not Set)	Yes	Student details data downloaded			
<u>565839</u>	Duck, Duey	10/13/95	(Not Set)	Yes	Student details data downloaded			
<u>565838</u>	Duck, Huey	10/07/98	(Not Set)	Yes	Student details data downloaded			
<u>565837</u>	Duck, Luey	10/01/96	(Not Set)	Yes	Student details data downloaded			
<u>565814</u>	Ferry, Tooth	08/23/95	(Not Set)	Yes	Student details data downloaded			
<u>565816</u>	Frost, Jack	10/28/95	(Not Set)	Yes	Student details data downloaded			
<u>565856</u>	Goat, Billy	09/19/94	(Not Set)	Yes	Student details data downloaded			
<u>565851</u>	Hatter, Mad	07/02/96	(Not Set)	Yes	Student details data downloaded			
<u>565823</u>	Hood, Robin	02/01/96	(Not Set)	Yes	Student details data downloaded			



Data Entry

Logout

(10-02-01-000) Tucson Unified District

STUDENT LIST

Data entry: click on SAIS ID

Exit Year: 2013 ▼

Back | Export to CSV N/A S ts | Eligible Students | Completed PSO Surveys | Surveys Not Collected | Surveys Not Completed PEA **Participation Rate** Tucson Unified District (10-02-01-000) 50 50 0 0.0

School	N'	₄dents	Eligible Students	Completed PSO Surveys	Surveys Not Collected	Surveys Not Completed	Participation Rate
Direct Link I (10-02-01-122)		0	50	0	0	50	0.0

Direct Link I (10-02

Back to Top

SAIS ID	Name	DOB	Completed by	PSO Survey Required?	PSO Survey Status
565855	Bear, Paddington	08/21/96	(Not Set)	Yes	Student details data downloaded
<u>565854</u>	Bear, Ted	08/14/98	(Not Set)	Yes	Student details data downloaded
<u>565844</u>	Beauty, Sleeping	03/25/98	(Not Set)	Yes	Student details data downloaded
<u>565828</u>	Bird, Big	04/23/98	(Not Set)	Yes	Student details data downloaded
<u>565857</u>	Bird, Big	10/01/96	(Not Set)	Yes	Student details data downloaded
<u>565812</u>	Bunny, Easter	10/14/94	(Not Set)	Yes	Student details data downloaded
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<u>565837</u>	Duck, Luey	10/01/96	(Not Set)	Yes	Student details data downloaded
<u>565814</u>	Ferry, Tooth	08/23/95	(Not Set)	Yes	Student details data downloaded
<u>565816</u>	Frost, Jack	10/28/95	(Not Set)	Yes	Student details data downloaded
<u>565856</u>	Goat, Billy	09/19/94	(Not Set)	Yes	Student details data downloaded
<u>565851</u>	Hatter, Mad	07/02/96	(Not Set)	Yes	Student details data downloaded
<u>565823</u>	Hood, Robin	02/01/96	(Not Set)	Yes	Student details data downloaded



Data Entry

Logout

### Review student data information

## Post School Outcomes Survey Exceptional Student Services

partificit of Education		
	( 10-02-01-000 ) Tucson Unified District	Exit Year: 2
Back   Contacts   Contact Attempts   PS	PSO Survey link not visible until July 1st	
	Student Data	
Status:	Student details data downloaded	
District:	Tucson Unified District (10-02-01-000)	
School:	Direct Link I (10-02-01-122)	
Student:	Bear, Ted	
SAIS ID:	565854	
Completed by (Last, First):	,	
Date of Birth:	08/14/98	
Exit Year:	2013	
Grade:	10 - Tenth Grade	
Primary Disability:	SLD - Specific Learning Disability	
Gender:	M - Male	
Ethnicity:	Hispanic/Latino	
English Language Learner:	Yes	
Exit Reason:	Dropped out	
Survey Respondent (Relationship):		
Exclusions		_

Exclude?	Instructions	Reason
	Check N/A to indicate the PSO survey will not be administered and is therefore not applicable to the student for one of the reasons listed to the right.	Please choose one ▼
☐ Not Collected?	Check "Not Collected" and select a reason listed to explain why the PSO survey could not be completed.	Please choose one ▼

Submit	Save	Cancel
--------	------	--------

"N/A" can be checked below if the PSO Survey will not be administered to the student. A reason must be selected; only the reasons listed in the drop down menu are acceptable for not administering the survey.

### **Exclusions**

Exclude?	Instructions	Reason
I I I I I I I I I I I I I I I I I I I	Check N/A to indicate the PSO survey will not be administered and is therefore not applicable to the student for one of the reasons listed to the right.	Please choose one
Not Collected?	Check "Not Collected" and select a reason listed to explain why the PSO survey could not be completed.	Please choose one



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## A r i z o n a Department of Education

### Click to record contact attempts

Post School Outcomes Survey
Exceptional Student Services

( 10-02-01-000 ) Tucson Unified District Exit Year: 2013 STUDENT Home Data Entry Back | Contacts | Contact Attempts Student Data Reports Student details data downloaded Status: Logout District: Tucson Unified District (10-02-01-000) Direct Link I (10-02-01-122) School: Student: Bear, Ted SAIS ID: 565854 Completed by (Last, First): Date of Birth: 08/14/98 2013 Exit Year: Remember to indicate the name of the Grade: 10 - Tenth Grade person administering the PSO Survey. Primary Disability: SLD - Specific Learning Disability M - Male Gender: Hispanic/Latino Ethnicity: English Language Learner: Yes Exit Reason: Dropped out Survey Respondent (Relationship): Exclusions Click "Submit" to move to the next screen Instructions Exclude? Check N/A to indicate the PSO survey will not be administ red and is therefore not applicable to the N/A? Please choose one student for one of the reasons listed to the right. Not Collected? Check "Not Collected" and select a reason listed to expain why the PSO survey could not be Please choose one. completed. Save Submit Cancel



### Add attempts to contact



10-02-01-000 ) Tucson Unified District

Exit Year: 2013

Home

Data Entry

Reports

Logout

CONTACT ATTEMPTS

Direct Link I (10-02-01-122)

SAIS ID	Name	DOB
565854	Bear, Ted	08/14/98

Date	Results	Comments

No records found

Back Add Attempt

ADE

ESS

PSO website

PSO Inbox

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De	partment of Education				<b>Exceptional Student Servic</b>	62
	partition of bandarion	(1	0-02-01-000 ) Tucson Unified District		Exit Year: 20	13
Home			CONTACT ATTEMPT			
Data Entry	Back					
Reports	Direct Link I (10-02-01-122)					_,
Logout	SAIS ID		Name		DOB	
Logout	565854		Bear, Ted		08/14/98	
		N.	Contact Attempt			
	Date:	07/3/2014 *				
Results:		No answer, left a v call.Provided a cal	oice message indicating reaon for l back number.	*		
	Comments:	Call back in one we	ek.	Ent	ter contact attempt details	
	* - Required			•		
			Submit Save Cancel			
		ADE	ESS   PSO website   PSO Inbox			
	Co	pyright © 2006-2014 Arizona	Department of Education: Information Technology, Al	Rights Reserved		



### Contact attempt is recorded



10-02-01-000 ) Tucson Unified District Exit Year: 2013 **CONTACT ATTEMPTS** Data Entry Back | Add Attempt Direct Link I (10-02-01-122) Reports SAIS ID Name DOB Logout 56585/ Bear, Ted 08/14/98 Results Comments Date No answer, left a voice message indicating reaon for call. Provided a call back number. Call back in one week. 07/03/14 PSO website | PSO Inbox

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### Add additional contact attempts



(10-02-01-000) Tucson Unified District

Exit Year: 2013

Home

Data Entry

Reports

Logout

**CONTACT ATTEMPTS** 

Back Add Attempt

Direct Link I (10-02-01-122)

SAIS ID	Name	DOB
565854	Bear, Ted	08/14/98

Date	Results	Comments
07/03/14	No answer, left a voice message indicating reaon for call.Provided a call back number.	Call back in one week.

ADE

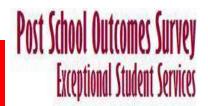
ESS

PSO website | PSO Inbox

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## Three contact attempts are required before an "unable to contact" determination can be made.



Exit Year: 2013

Data Entry Back | Add Attempt

Direct Link T (10-02-01-122)

Reports

Logout

**CONTACT ATTEMPTS** 

brick Link 1 (10 of 122)							
SAIS ID	Name	DOB					
565854	Rear. Ted	08/14/98					

Date	Results	Comments
08/29/14	young child answered, neither former student nor adult family member was home	
07/12/14	Called cell phone number; phone no longer in service	
07/03/14	No answer, left a voice message indicating reaon for call.Provided a call back number.	Call back in one week.

PSO website | PSO Inbox

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## Student list automatically updates to show "unable to contact."

ost School Outcomes Survey
Exceptional Student Services

( 10-02-01-000 ) Tucson Unified District

STUDENT LIST

Data Entry

Reports

Logout

Back   Export to CSV							Exit Year: 2013	
PEA	N/A Students	Eligible Stu	nts	Completed PSO Surveys	Surveys Not Collected	Surveys Not Completed	Participation Rate	•
Tucson Unified District (10-02-01-000)	0	50		0	1	49	0.0	

School	N/A Students	Eligible Students	Completed PSO	rveys	Surveys Not Collected	Surveys Not Completed	Participation Rate
Direct Link I (10-02-01-122)	0	50	0		1	49	0.0

#### Direct Link I (10-02-01-122)

## Scoreboard also updates

SAIS ID	Name	DOB	Completed by	PSO Survey Required	PSO Survey Status
<u>565855</u>	Bear, Paddington	08/21/96	(Not Set)	Yes	Student details data downloaded
<u>565854</u>	Bear, Ted	08/14/98	Sheehy, Lorrie	No contact after 3 attempts	Unable to Contact
<u>565844</u>	Beauty, Sleeping	03/25/98	(Not Set)	Yes	Student details data downloaded
<u>565828</u>	Bird, Big	04/23/98	(Not Set)	Yes	Student details data downloaded
<u>565857</u>	Bird, Big	10/01/96	(Not Set)	Yes	Student details data downloaded
<u>565812</u>	Bunny, Easter	10/14/94	(Not Set)	Yes	Student details data downloaded
<u>565813</u>	Clause, Santa	09/20/93	(Not Set)	Yes	Student details data downloaded
<u>565820</u>	Cottontail, Peter	06/10/93	(Not Set)	Yes	Student details data downloaded
<u>565822</u>	Cricket, Jimmy	01/30/96	(Not Set)	Yes	Student details data downloaded
<u>565833</u>	Duck, Daisy	08/13/95	(Not Set)	Yes	Student details data downloaded
<u>565832</u>	Duck, Donald	08/05/96	(Not Set)	Yes	Student details data downloaded
<u>565839</u>	Duck, Duey	10/13/95	(Not Set)	Yes	Student details data downloaded
<u>565838</u>	Duck, Huey	10/07/98	(Not Set)	Yes	Student details data downloaded
<u>565837</u>	Duck, Luey	10/01/96	(Not Set)	Yes	Student details data downloaded
565814	Ferry, Tooth	08/23/95	(Not Set)	Yes	Student details data downloaded



### Select another SAIS ID to contact

Post School Outcomes Survey Exceptional Student Services

( 10-02-01-000 ) Tucson Unified District

STUDENT LIST

Data Entry

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Back | Export to CSV | Exit Year: 2013 ▼

PEA | N/A Students | Eligible Students | Completed PSO Surveys | Surveys Not Collected | Surveys Not Completed | Participation Rate |

Tucson Unified District (10-02-01-00) | 0 | 50 | 0 | 1 | 49 | 0.0

School	//A Students	Eligible Students	Completed PSO Surveys	Surveys Not Collected	Surveys Not Completed	Participation Rate
Direct Link I (10-02-01-122)	0	50	0	1	49	0.0

Direct Link I (10-02-01- 22)

Back to Top

SAIS ID	,ame	DOB	Completed by	PSO Survey Required?	PSO Survey Status
<u>565855</u>	Bez , Paddington	08/21/96	(Not Set)	Yes	Student details data downloaded
<u>565854</u>	Bear, Ted	08/14/98	Sheehy, Lorrie	No contact after 3 attempts	Unable to Contact
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<u>565828</u>	Bird, Big	04/23/98	(Not Set)	Yes	Student details data downloaded
565857	Bird, Big	10/01/96	(Not Set)	Yes	Student details data downloaded
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565838	Duck, Huey	10/07/98	(Not Set)	Yes	Student details data downloaded
<u>565837</u>	Duck, Luey	10/01/96	(Not Set)	Yes	Student details data downloaded
<u>565814</u>	Ferry, Tooth	08/23/95	(Not Set)	Yes	Student details data downloaded



( 10-02-01-000 ) Tucson Unified District Exit Year: 2013 STUDENT Data Entry Back | Contacts | Contact Attempts | PSO Survey Student Data Student details data downloaded Status: Logout District: Tucson Unified District (10-02-01-000) School: Direct Link I (10-02-01-122) Student: Bunny, Easter SAIS ID: 565812 Completed by (Last, First): Date of Birth: 10/14/94 Exit Year: 2013 Remember to indicate the name of 12 - Twelfth Grade Grade: Primary Disability: SLD - Specific Learning Disability the person who conducts the PSO Gender: F - Female Survey. Ethnicity: Hispanic/Latino English Language Learner: No Exit Reason: Graduated Survey Respondent (Relationship): **Exclusions Instructions** Exclude? Reason Check N/A to indicate the PSO survey will not be administered and is therefore not applicable to the ■ N/A? Please choose one. student for one of the reasons listed to the right. Not Collected? Check "Not Collected" and select a reason listed to explain why the PSO survey could not be Please choose one. completed.

Submit

Save

Cancel



Select "PSO Survey" beginning on July 1st.



(10-02-01-000) Tucson Unified District

Exit Year: 2013

Data Entry

Logout

Back   Contacts   Contact Attempts   PSC	O Survey
	Student Data
Status:	Student details data downloaded
District:	Tucson Unified District (10-02-01-000)
School:	Direct Link I (10-02-01-122)
Student:	Bunny, Easter
SAIS ID:	565812
Completed by (Last, First):	Sheehy , Lorrie
Date of Birth:	10/14/94
Exit Year:	2013
Grade:	12 - Twelfth Grade
Primary Disability:	SLD - Specific Learning Disability
Gender:	F - Female
Ethnicity:	Hispanic/Latino
English Language Learner:	No
Exit Reason:	Graduated
Survey Respondent (Relationship):	

STUDENT

#### **Exclusions**

Exclude?	Instructions	Reason
	Check N/A to indicate the PSO survey will not be administered and is therefore not applicable to the student for one of the reasons listed to the right.	Please choose one ▼
Not Collected?	Check "Not Collected" and select a reason listed to explain why the PSO survey could not be completed.	Please choose one ▼

Submit Save Cancel



## Record the name of the person who is answering the survey.



		( 10-02 <mark>-</mark> 1-000 ) Tucson Unified District	Exit Year: 2013				
Home		Survey Participant/Student Relationship					
Data Entry	Back						
Reports		Survey Participant					
Logout	First Name:						
	Last Name:						
	Relationship:	Please choose one ▼					
		<b>Continue</b> Cancel					
	ADE   ESS   PSO website   PSO Inbox						
	Cr	pyright @ 2006-2014 Arizona Department of Education: Information Technology, All Rights Reserved					

Ask the survey question and record the response to each question. Depending upon the answer, questions may be skipped. For example "no" to question #1 will result in question #4 being asked next.



Post School Outcomes Survey
Exceptional Student Services

( 10-02-01-000 ) Tucson Unified District

Exit Year: 2013

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Bac Bac

Direct Link I (10-02-01-122)

SAIS ID	Name	DOB
565812	Bunny, Easter	10/14/94

Post School Outcomes Survey

#### Post-School Outcome Survey

#### Postsecondary School

1 At any time since leaving high school, have you ever been enrolled in any school, job training, or education program? [NOTE: If data collection is open for multiple months after the 12-month marker, states may want to change the beginning phrase to: "In the 12 months after leaving high school..."]

Please choose one... ▼

Continue Cancel

ADE

ES

PSO website

PSO Inbox

### Once the survey is completed, the "PSO Survey Status" and scoreboard will be updated.



## Post School Outcomes Survey Exceptional Student Services

Home Data Entry Reports

Logout

		10-02-01-000	Tucson on	illeu District			
			Stuc	DENT LIST			
Back   Export to CSV							Exit Year: 2013 ▼
PEA	N/A Students	Eligible Student	Complete	ed PSO Surveys	Surveys Not Collected	Surveys Not Completed	Participation Rate
Tucson Unified District (10-02-01-000)	0	50		1	1	48	2.0

School	N/A Students	Eligible Students	Completed PSO Surveys	Surveys Not Collected	Surveys Not Completed	Participation Rate
Direct Link I (10-02-01-122)	0	50	1	1	48	2.0

Direct Link I (10-02-01-122)

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<u>565828</u>	Bird, Big	04/23/98	(Not Set)	Yes	Student details data downloaded
<u>565857</u>	Bird, Big	10/01/96	(Not Set)	Yes	Student details data downloaded
<u>565812</u>	Bunny, Easter	10/14/94	Sheehy, Lorrie	Yes	PSO survey completed
<u>565813</u>	Clause, Santa	09/20/93	(Not Set)	Yes	Student details data downloaded
<u>565820</u>	Cottontail, Peter	06/10/93	(Not Set)	Yes	Student details data downloaded

### Continue until all former students have been surveyed!



## Post School Outcomes Survey Exceptional Student Services

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#### ( 10-02-01-000 ) Tucson Unified District

STUDENT LIST		
SHIDENLIS		

Back | Export to CSV Exit Year: 2013 ▼
PEA N/A Students | Eligible Students | Completed PSO Surveys | Surveys Not Collected | Surveys Not Completed | Participation Rate
Tucson Unified District (10-02-01-000) | 0 | 50 | 1 | 1 | 48 | 2.0

School	N/A Students	Eligible Students	Completed PSO Surveys	Surveys Not Collected	Surveys Not Completed	Participation Rate
Direct Link I (10-02-01-122)	0	50	1	1	48	2.0

#### Direct Link I (10-02-01-122)

#### Back to Top

SAIS ID	Name	DOR	Completed by	PSO Survey Required?	PSO Survey Status
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<u>565832</u>	Duck, Donald	08/05/96	(Not Set)	Yes	Student details data downloaded
<u>565839</u>	Duck, Duey	10/13/95	(Not Set)	Yes	Student details data downloaded
<u>565838</u>	Duck, Huey	10/07/98	(Not Set)	Yes	Student details data downloaded
<u>565837</u>	Duck, Luey	10/01/96	(Not Set)	Yes	Student details data downloaded
<u>565814</u>	Ferry, Tooth	08/23/95	(Not Set)	Yes	Student details data downloaded
<u>565816</u>	Frost, Jack	10/28/95	(Not Set)	Yes	Student details data downloaded
<u>565856</u>	Goat, Billy	09/19/94	(Not Set)	Yes	Student details data downloaded
<u>565851</u>	Hatter, Mad	07/02/96	(Not Set)	Yes	Student details data downloaded
<u>565823</u>	Hood, Robin	02/01/96	(Not Set)	Yes	Student details data downloaded